OFF-BOARDING CHECKLIST
(Including Residents, GA’s, Post Docs, Students, & OPS)

Employee: ___________________________ UFID: _______________________
Department: __________________________  Title: ________________________
Last day worked: ______________________

Prior to an employee’s last day of employment in the College of Medicine, please review the following checklist to ensure that all applicable university property has been collected.

Completion and Coordination of Outstanding Work:
☐ Letter of resignation
☐ Closed all patient notes/signed charts, if applicable
☐ Completed clinical trials documentation, if applicable
☐ Completed sponsored project documentation/reports, if applicable
☐ Report to Sponsored Research if you are a faculty member on a grant
☐ Disclosure of inventions/copyrights, if applicable
☐ Lab supplies/chemical/hazardous material/work in process identified and inventoried
☐ If lab space was used, lab space must be “closed out” through Environmental Health and Safety
☐ Files, documents, emails have been provided to supervisor / colleague
☐ Forward telephone calls and email to supervisor
☐ Departure interview: contact Faculty Affairs (for faculty) or COM-HR (this is optional; at the request of the individual leaving)
☐ Refer Benefits Questions to COM-HR, Benefits Manager
☐ Manager and employee coordinate Knowledge Transfer conversations to ensure continuity
☐ Departing PI
☐ Other ________________________________
☐ Other ________________________________
Return of University Property:
☐ Confirm balance of remaining vacation days with key contact if applicable
☐ Gator 1 Card / UF Health Badge
☐ University property (i.e., books, Pcard purchases, keys, tools, uniforms, etc.)
☐ Contact the PCard Team to cancel PCard (email to pcard@ufl.edu and include the cardholder’s (employee’s) name, UFID, and the reason for cancellation). This must be done regardless if the PCard is turned in or not.
☐ Employee returns Parking Permit to Parking Services
☐ Reconcile outstanding expense reimbursements
☐ Equipment (i.e., cell phone, laptop)
☐ Confirm employee’s contact information is updated in People Soft
☐ Other ____________________________
☐ Other ____________________________

Action Items upon Employee’s Departure:
☐ Reset telephone
☐ Security access to computer systems terminated (myUFL, ID, passwords, etc.) Terminate email and network access. Contact department DSA to remove all security roles for employees separating from UF or to let DSA know where employee is transferring within UF to work with new department on roles that should remain.
☐ Work with IT to reimage computer and transfer files
☐ Remove office nameplate
☐ Remove employee from telephone lists, organizational charts, website, forms, etc.
☐ Clean out office/desk to prepare for new hire
☐ Terminate access to Pharmacy Omnicells, if applicable
☐ Other ____________________________
☐ Other ____________________________